

User Guide

For The

Epilepsy Database

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1.0 Introduction

This user guide has been compiled to assist database users in operating the database and gaining an understanding of the database functionality.

1.1 Aim of the database

The aim of the database developed is to provide staff at the Bolton Epilepsy Care Centre with a means of storing patient information, which can later be retrieved when needed. Moreover, the database aims to assist the Epilepsy care staff to effectively organise and manage patient information.

The user guide contains the following sections:

- **Getting Started** – Provides a description on how the database can be obtained and opened
- **Using the database** – Provides a step by step guide on how to use the different features of the database

2.0 Getting Started

2.1 Where Now?

If you are a user who has not previously downloaded the database then refer to the “Software Requirements” section below.

If you are a user who has downloaded the database but has never used it before then refer to the “First Steps” section.

Users, who wish to view to another section of the user guide, please refer to the contents page at the beginning of this document.

2.2 Software Requirements

In order to use the Epilepsy Care database you need the following software to be installed on your computer:

- **Microsoft Office 2000 version** – This contains Microsoft Access, which the Epilepsy Care database runs on
- **Windows 2000, ME, XP or Vista** – Microsoft Office 2000 can run on these operating systems.

2.3 Downloading the Database

To download the database, follow the following steps:

1. Click on the Internet Explorer icon (figure 1) to log on to the Internet.

Figure 1: Internet Explorer Icon



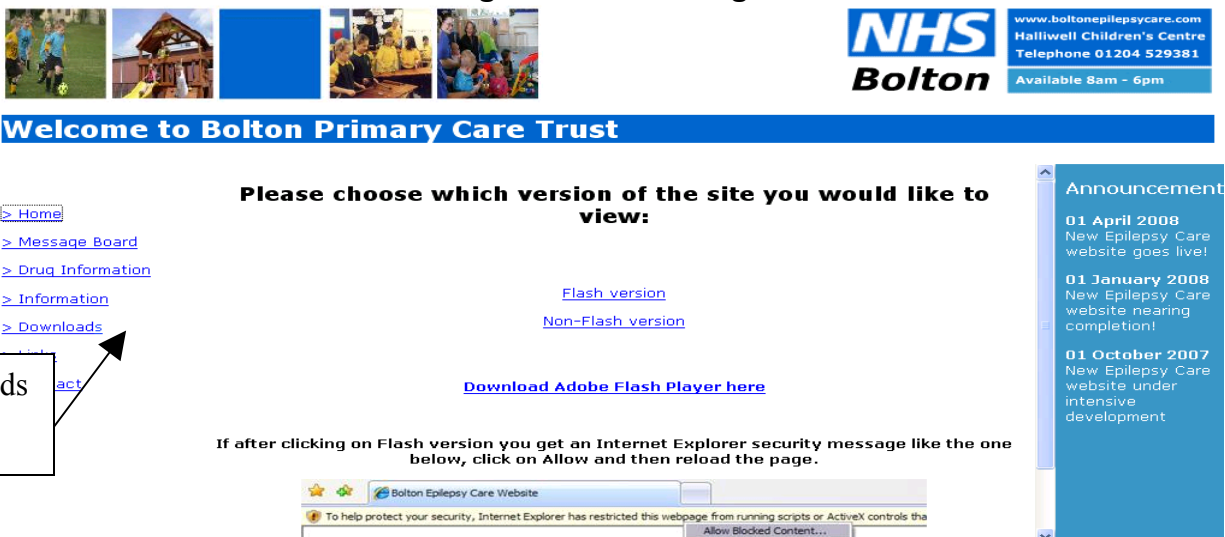
2. Enter “<http://www.boltonepilepsycare.com>” in to the URL box displayed in figure 2

Figure 2: Location of URL Box



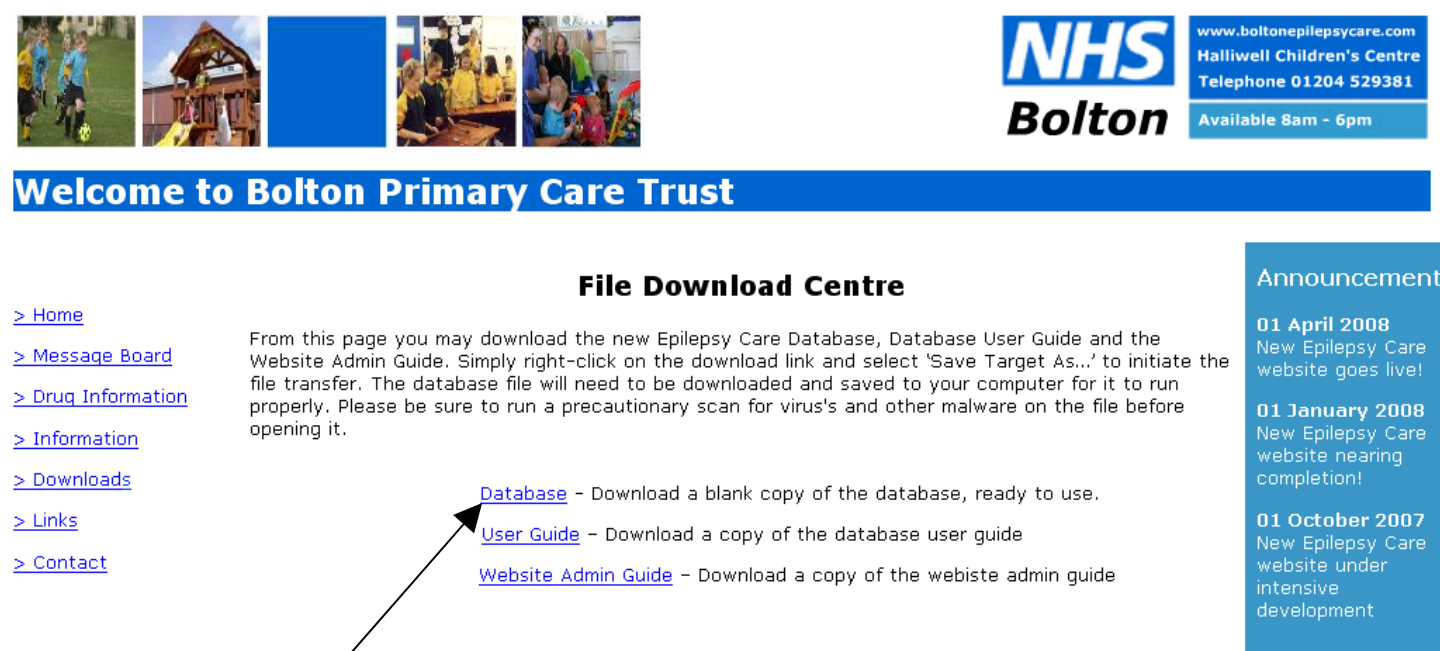
3. Press “**Enter**” on your keyboard and the Epilepsy Care Centre website Home page will appear as shown in figure 3.
4. Click on the **Downloads** link (see figure 3)

Figure 3: Home Page



A page providing three download links, one of which is called Database (see figure 4).

Figure 4: Downloads Page

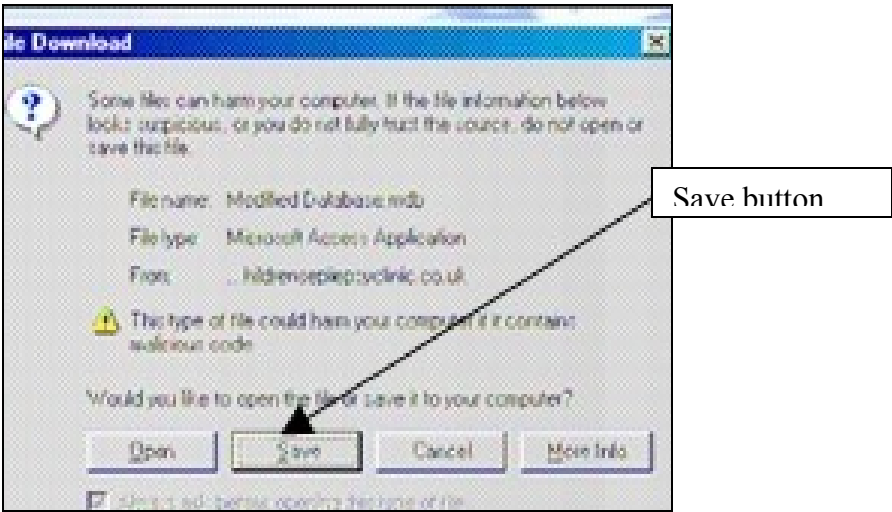


5. Click on the **Database** link.

A screen will appear consisting of three buttons called Open, Save and Close.

6. Click on **Save** and select the file location in which you want the database to be stored in.

Figure 5: Save button



Loading the database

To load the database:

- 1) Browse to the file location in which the database is stored
- 2) Double click on the database icon to access to database (see figure 6)

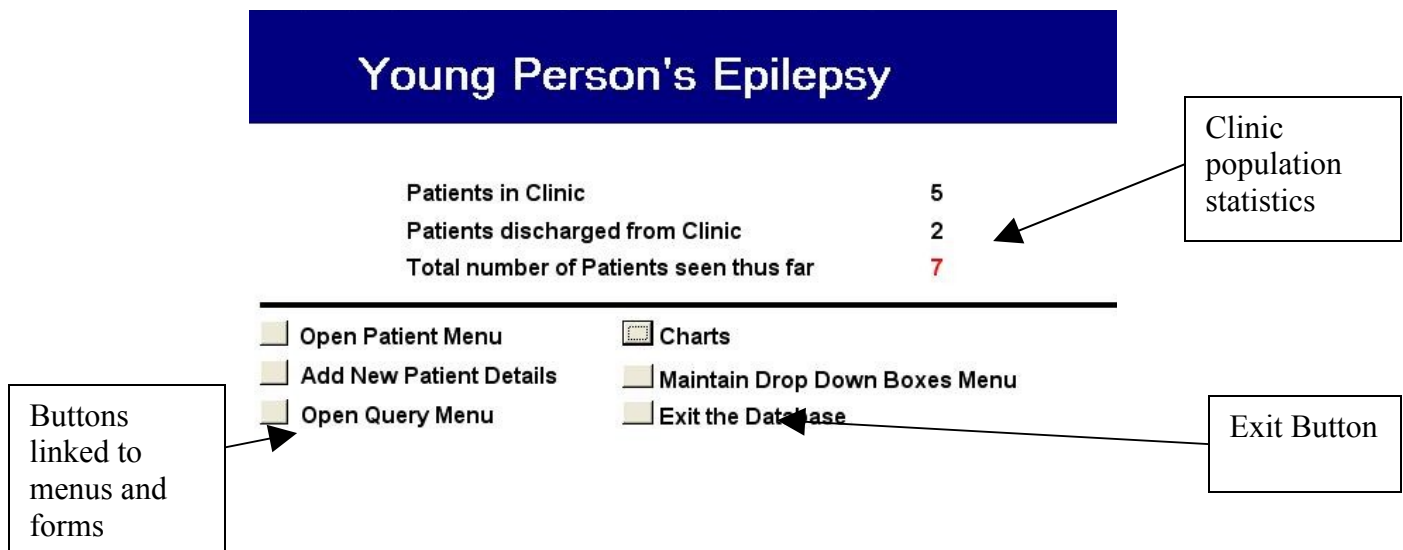
Figure 6: Database Icon



3.0 Using the database

When you first access the database, the Main Menu screen (figure 3) will appear providing clinic population statistics and a choice of buttons, which enable users to access menus and forms. Another button has been provided to enable the user to exit the database at any point.

Figure 7: Main Menu



Designed and Built By IS Institute, University of Salford, 2000 ,
Modified 2006/2007

The user can access the following menus and forms from the Main Menu:

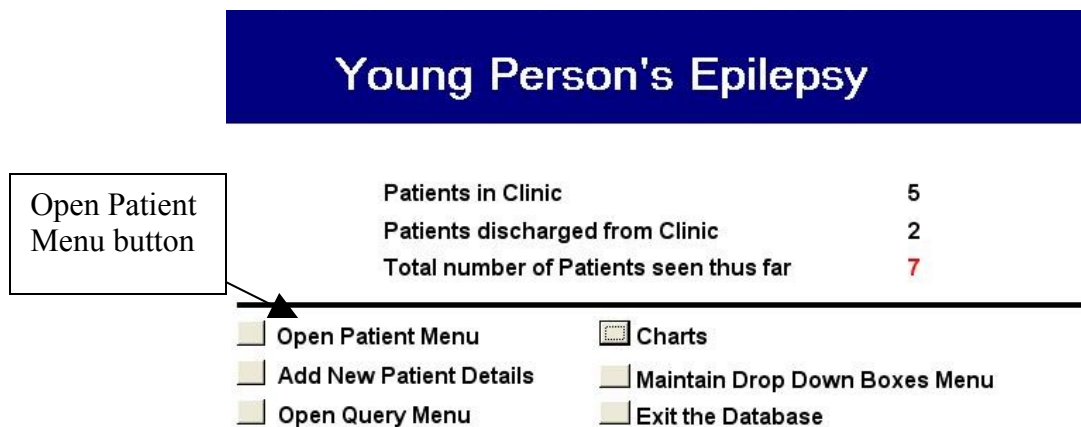
- Patient Menu
- Charts Menu
- Query Menu
- Maintain Drop Down Boxes Menu
- Add New Patient Details Form

3.1 Patient Menu

To access the patient menu

- 1) Click on the “Open Patient Menu” button (Figure 8) in the Main Menu

Figure 8: Main Menu



Designed and Built By IS Institute, University of Salford, 2000 ,
Modified 2006/2007

When you have clicked on “Open Patient Menu”, the Patient Menu will appear as shown below in figure 9.

Figure 9: Patient Menu



The Patient Details menu provides the user with a drop down menu, which provides the user with a choice of patient names. It is essential for the user to select a patient name as the forms in which the user can access from the Patient Menu display information of a chosen patient. To choose a patient name from the drop down menu:

- 1) Click on the down arrow (highlighted in figure 10) on the right hand side of the drop down menu.

Figure 10: Down Arrow



Clicking on the drop down arrow displays the names of patients stored on the database as shown in figure 11.

Figure 11: Names Displayed



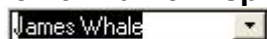
- 2) Move the mouse cursor over a name shown in the drop down menu and click on the name once highlighted as shown in figure 12 below.

Figure 12: Name Selection



After you have clicked on a name it should then be displayed in the drop down menu box as shown below.

Figure 13: Name Displayed



Now you have chosen a name, select a form in which you want to access that will provide the information that you want regarding the chosen patient. The forms that you can access are as follows:

- **Patient Details** – Provides general information regarding the chosen patient
- **AED History** – Provides information regarding drugs taken and seizure frequency
- **Test Results** – Provides information on how patients fared when undertaking tests
- **Other Therapies** – Provides information of any other therapies that the patient has received

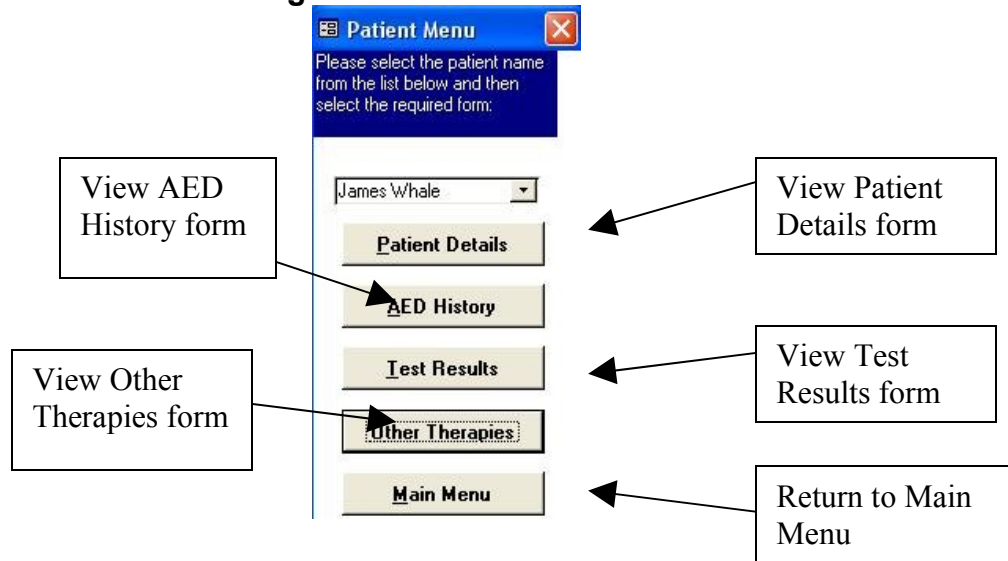
To access these forms:

- 1) Click on one of four buttons linked to a form on the Patient Menu (Figure 14).

If at any point you want to exit the Patient Menu and return to the Main Menu

- 1) Click on “**Main Menu**”

Figure 14: Menu Buttons



3.1.1 Patient Details Form

When the user clicks on the Patient Details button the Patient Details form will appear displaying information of the patient chosen as shown in figure 15. This information can be both edited and deleted. The Patient Details form is divided in to six different sections that cover different aspects of the patient. These sections are as follows

- **Patient Details** – Provides general information about the patient such as name, sex and age.
- **Epilepsy History** – Provides information regarding the epilepsy seizure history of the patient
- **General History** – Provides information on the general medical history of the patient
- **Check List** – Provides information on how the patients condition is managed and any advice they receive
- **Discharge Details** – Details whether the patient has been discharged or not
- **Nursing care plan** – Provides information on the care that the patient will receive

To access the other sections of the form:

- 1) Click on one of the six tabs provided at the top of the form (Refer to Figure 15)

The Patient Details form also provides links to charts that represent statistical information a particular aspect of the clinic population. These links have been named as “View Chart” and appear next to certain fields that relate to a particular chart (detailed in figure 11). For example, on the Patient Details section, a link appears next to the “Date First Seen” field, which will display a chart showing the number of patients first seen on a particular date.

To view a chart:

- 1) Click on the “**View Chart**” link

Also provided on the Patient Details form is a close button (detailed in figure 11).

To close the form and return to the main menu:

- 1) Click on “**Close Form**”

Figure 15: Patient Details Form

The screenshot shows the 'Patient Details: James Whale' form. At the top, there are six tabs: 'Personal Details', 'Epilepsy History', 'General History', 'Check List', 'Discharge Details', and 'Nursing Care Plan'. The 'Personal Details' tab is active. The form contains the following fields and controls:

- Name:** James Whale
- Sex:** M (dropdown menu)
- Date Of Birth:** 10-Apr-89
- Date First Seen:** 24-Jul-91
- Age First Seen:** 2
- Enter age first seen:** 2 (text input)
- Epilepsy Syndrome:** Complex febrile convulsions (dropdown menu)
- Original to Clinic:** ☒
- Symptom State:** Probably Symtomatic (dropdown menu)
- Age:** 17 ys 7 mo
- Enter Age:** 12 (text input)

Annotations with arrows point to various elements:

- Details of chosen patient:** Points to the Name field.
- Links to charts:** Points to the 'View Chart' links next to Date Of Birth, Date First Seen, and Age First Seen.
- Six tabs to view different sections:** Points to the tab bar at the top.
- Close Form button:** Points to the 'Close Form' button at the bottom right.
- Delete record button:** Points to the 'Delete Record' button at the bottom right.

3.1.1.1 Editing Data

Before editing data please follow the following regulations for data input:

- **Date Fields** – Dates are stored in the format of DD-Month-YY and therefore must be entered in this format.

Example Date: “12-Mar-06”

If you fail to enter a date correctly the error message shown in figure 16. To return to the form:

- 1) Click OK

Figure 16: Error Message



- **Numeric Fields** – All fields such as Age must be entered as a number NOT text. If you fail to enter a numeric value the error message shown above will appear.
- **Discharged field** – Enter either “Yes” or “No” NOT “Y” or “N.” This will prevent problems occurring with the charts, as the database will only count the “Yes” or “No” values.
- **DTH Orginial field** – Enter either “Y” or “N” NOT “Yes” or “No.” This will prevent problems occurring with the charts, as the database will only count the “Y” or “N” values.
- **All fields must have a value entered** – To avoid problems occurring with the charts ensure that you enter a value in to all fields provided. If a field happens to be not applicable for the patient either enter “N/A” or “none.”

To edit data:

- 1) Make the appropriate changes to the patient's information, ensuring that you follow the data entry regulations.

3.1.1.2 Deleting Data

To delete data from the database:

- 1) Click on the “**Delete Record**” button (See Figure 15)

3.1.2 AED History form

When the user clicks on “AED History” the AED History form will appear as shown in figure 17. The form displays two tables. One displays information of the drugs that the patient has taken and the other that displays the frequency of seizures.

To close the form and return to the main menu:

- 1) Click on “**Close Form**”

Figure 17: AED History

AED History of a Patient

Patient Name: James Whale

Drugs Taken

Drug Name	Date Started	Date Finished	Max Dose per kilo / day	Minor Side Effects	Major Side Effects
ACTH	14-Mar-96	12-May-96	0.6kg per day		
ACTH	21-Jul-98	28-Aug-98	0.6kg per day		

Record: 1 of 2

Seizure Frequency Record

Number	Date	Score
3	12/7/1990	23
2	2/8/1991	18
1	11/13/1991	12
2	8/27/1992	11
4	3/22/1993	17

Record: 1 of 12

Close Form

3.1.3 Test Results

When the user clicks on “Test Results” the Test Results form will appear as shown in figure 18. This particular form displays a table showing the test results of the chosen patient.

To close the form and return to main menu:

- 1) Click on “**Close Form**”

Figure 18: Test Results

Name: James Whale

Test Results

Test Name	Date	Test Result	Comments
AED Levels	27-Oct-92	Abnormal	
AED Levels	17-Dec-94	Normal	
AED Levels	12-Feb-97	Abnormal	
AED Levels	08-Aug-00	Abnormal	
AED Levels	01-Jan-03	Normal	
AED Levels	03-Mar-05	Normal	

Record: 1 of 6

Close Form

3.1.4 Other Therapies

When the user clicks on “Other Therapies” the Other Therapies button appears as shown in figure 18. This particular form displays a table that provides information of other therapies that the patient has received.

To close the form and return to the main menu:

- 1) Click on “**Close Form**”

Figure 19: Other Therapies

Name: James Whale

Other Therapies

Treatment Name	Date Started	Date Finished	Effectiveness	Side Effects	Comments
Palliative Surgery	21-Jul-98	28-Aug-98		☐	
Palliative Surgery	12-Nov-00	08-Dec-01		☐	

Close Form

Table showing other therapies received

Close Form button

3.2 Query Menu

To access the Query Menu:

- 1) Click on “**Open Query Menu**” on the Main Menu (See figure 20)

Figure 20: Query Menu Button

Young Person's Epilepsy

Patients in Clinic 5

Patients discharged from Clinic 2

Total number of Patients seen thus far 7

Open Patient Menu

Add New Patient Details

Open Query Menu

Charts

Maintain Drop Down Boxes Menu

Exit the Database

Open Query Menu button

When you have clicked on “Open Query Menu” the Query Menu form will appear as shown in figure 21. This particular form contains a menu of buttons numbered 1 to 11. Ten of the buttons are linked to a particular query, while the other enables the user to close the Query Menu at any time.

The following queries can be accessed from the Query Menu

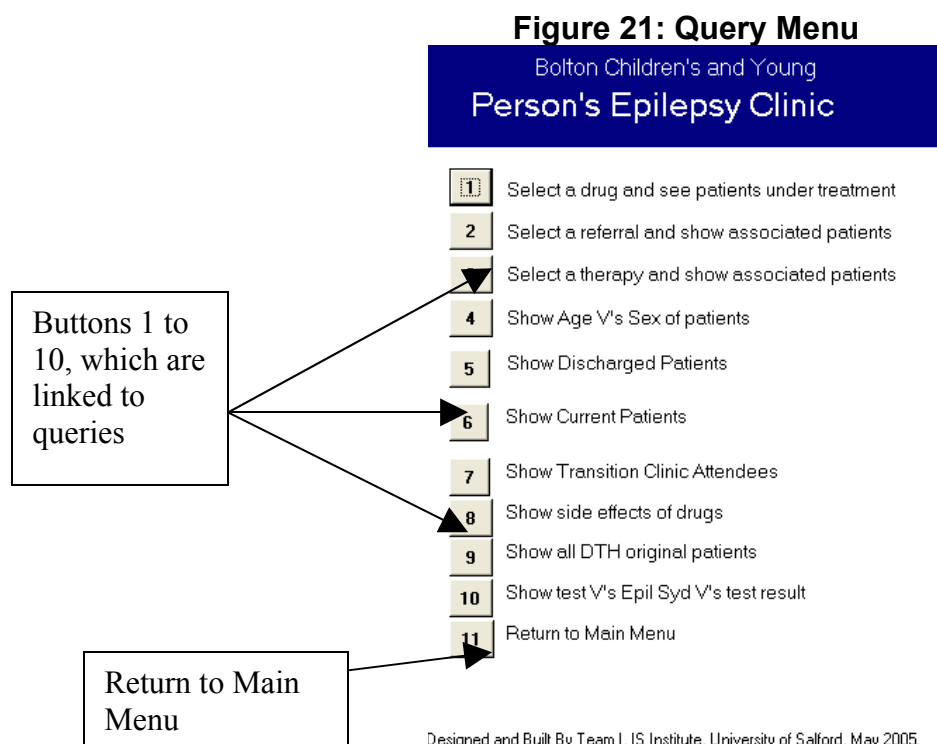
- **Show patients under treatment**
- **Select a referral and show associated patients**
- **Select a Therapy and show associated patients**
- **Show Age Vs Sex of patients**
- **Show Discharged Patients**
- **Show Current Patients**
- **Show Transition Clinic Attendees**
- **Show Side Effects of Drugs**
- **Show all DTH Original Patients**
- **Show Test Vs Epil Synd Vs test result**

To access a query:

- 1) Click on any button between **1** and **10**

To close the Query Menu:

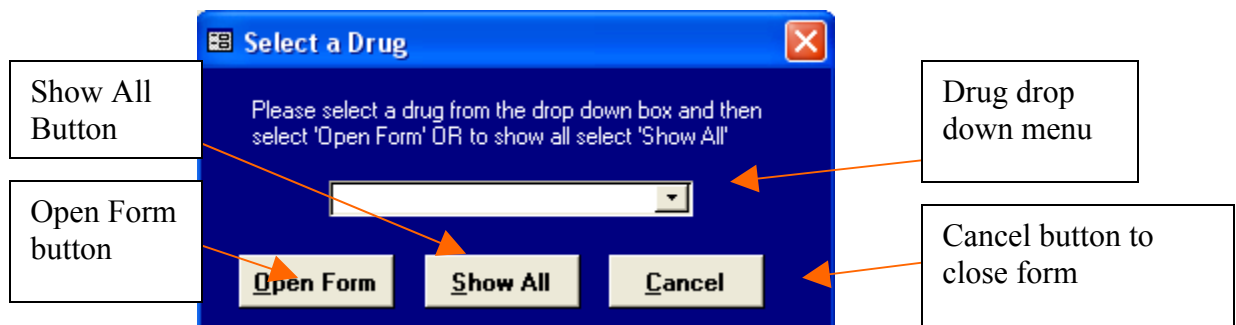
- 1) Click on button **11**



3.2.1 Patients Under Treatment query

When you click on button 1 the Patients Under Treatment will query form will appear as shown in figure 22. The form provides a drop down menu to enable the user to select a drug. As a result of the selection of a particular drug, the query will retrieve and display the patients that have taken the drug selected. Three buttons are also provided that show patients who have taken the drug selected, show all patients in the clinic that have taken a drug and finally close the form.

Figure 22: Patients Under Treatment Query form



To select a drug:

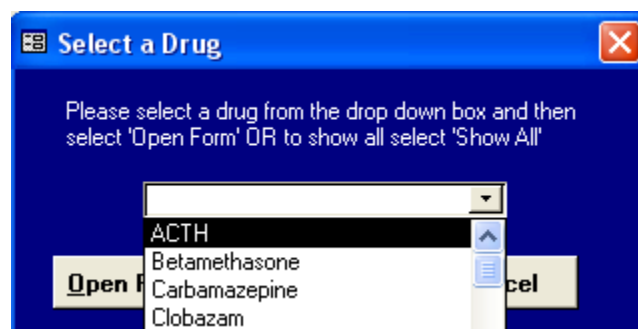
- 1) Click on the down arrow on the right hand side of the drop down menu as shown in figure 23.

Figure 23: Down Arrow



- 2) Move the mouse cursor over a drug so that the drug name is highlighted as shown in figure 24.

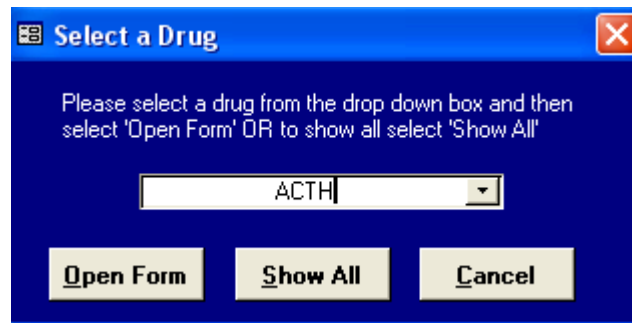
Figure 24: Drug highlighted



- 3) Click on the drug highlighted

The selected drug should appear in the drop down menu box as shown in figure 25 below.

Figure 25: Selected Drug appears in drop down menu box



To view the patients who have undertaken the selected drug:

- 1) Click on the “**Open Form**” button

To view records patients who have taken a drug:

- 1) Click on the “**Show All**” button

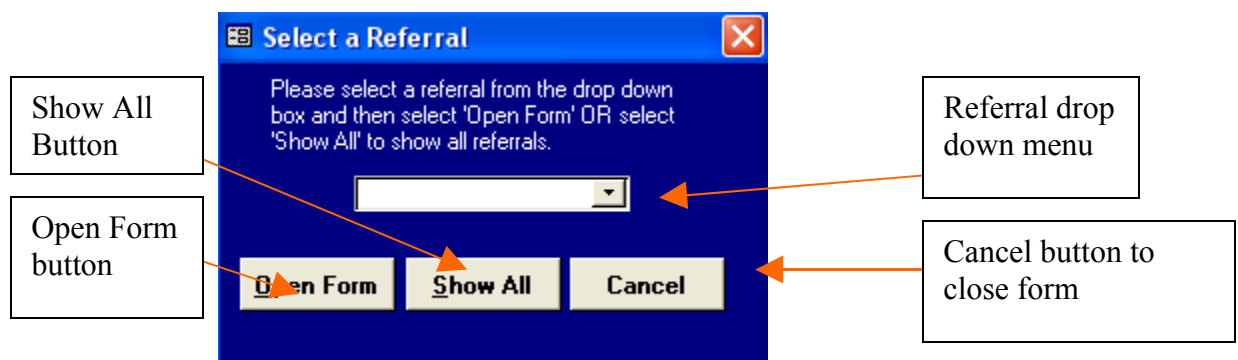
To close the form and return to the Query Menu:

- 1) Click on the “**Close form**” button

3.2.2 Associated Patients Query (1)

When you click on button 2 the Associated Patients query form will appear as shown in figure 26. The form provides a drop down menu to enable the user to select a referral. As a result of the selection of a particular referral, the query will retrieve and display the patients under the referral selected. Three buttons are also provided that show patients under the selected referral, show all patients in the clinic that have been referred and finally close the form.

Figure 26: Associated Patients Query (1)



To select a referral from the referral drop down menu:

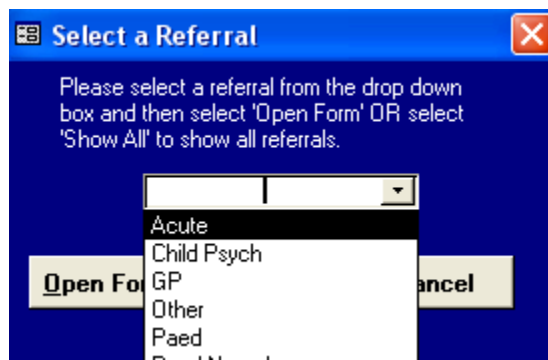
- 1) Click on the down arrow on the right hand side of the drop down menu as shown in figure 27.

Figure 27: Down Arrow



- 2) Move the mouse cursor over a referral so that the referral type is highlighted as shown in figure 28.

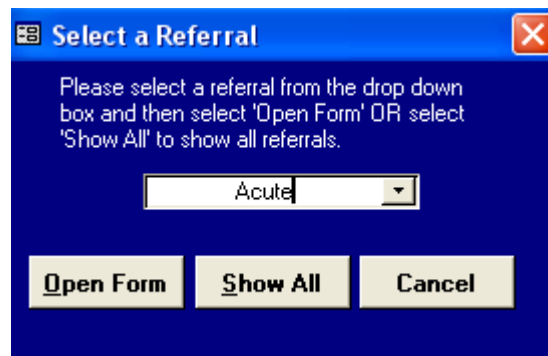
Figure 28: Referral highlighted



- 3) Click on the referral type highlighted

The selected referral should appear in the drop down menu box as shown in figure 29 below.

Figure 29: Selected referral appears in drop down menu box



To view the patients who under particular referral:

- 1) Click on the “**Open Form**” button

To view records of patients who have been referred:

- 1) Click on the “**Show All**” button

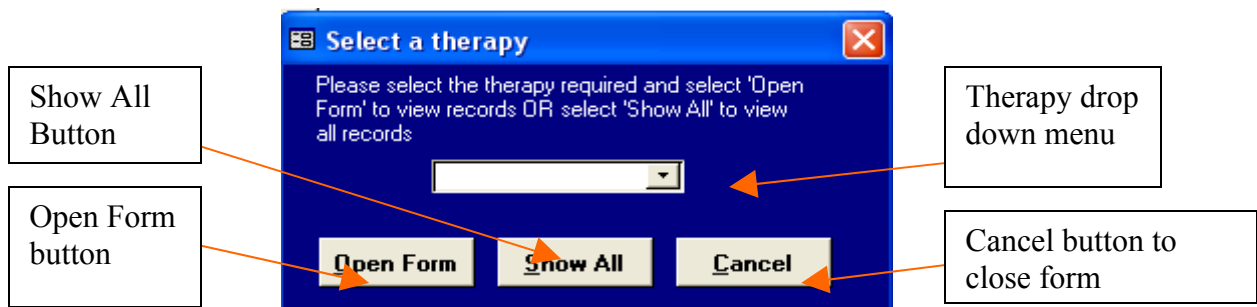
To close the form and return to the Query Menu:

- 1) Click on the “**Close form**” button

3.2.3 Associated Patients Query (2)

When you click on button 3 the Associated Patients query form will appear as shown in figure 30. The form provides a drop down menu to enable the user to select a therapy. As a result of the selection of a particular therapy, the query will retrieve and display the patients who have undertaken the therapy selected. Three buttons are also provided that show patient who have undertaken a selected therapy, show all patients in the clinic that have undertaken a therapy and finally close the form.

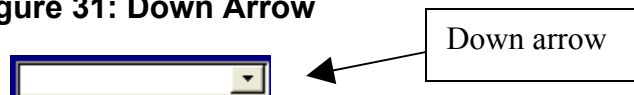
Figure 30: Form to select a Therapy



To select a therapy from the therapy drop down menu:

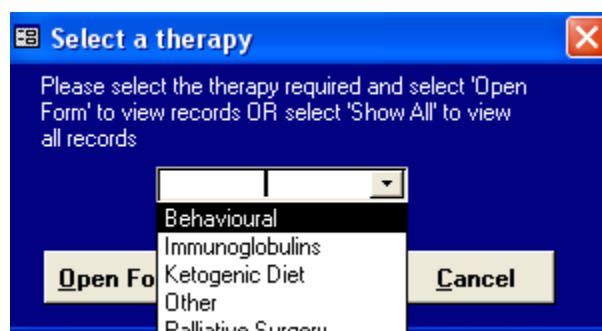
- 1) Click on the down arrow on the right hand side of the drop down menu as shown in figure 31.

Figure 31: Down Arrow



- 2) Move the mouse cursor over a therapy so that the therapy type is highlighted as shown in figure 32.

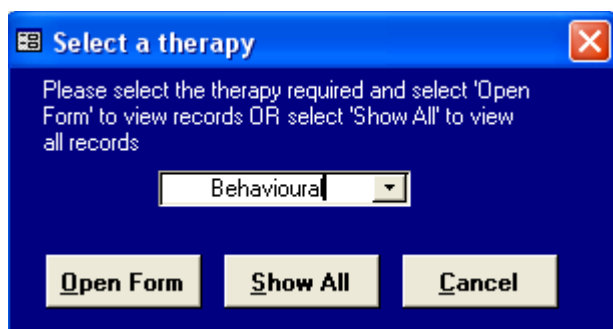
Figure 32: Therapy highlighted



- 3) Click on the therapy type highlighted

The selected drug should appear in the drop down menu box as shown in figure 33 below.

Figure 33: Selected therapy appears in drop down menu box



To view the patients who have undertaken the selected drug:

- 1) Click on the **“Open Form”** button

To view records of patients who have undertaken a therapy:

- 1) Click on the **“Show All”** button

To close the form and return to the Query Menu:

- 1) Click on the **“Cancel”** button

3.2.4 Age Vs Sex of Patients Query

When you click on button 4 the Age Vs Sex of Patients query form will appear as shown in figure 34. This particular form provides you with three input boxes that enable you to enter search criteria. Two of the input boxes require you to enter a start and end date. The difference between the two dates is calculated and this difference is searched against the values stored in the Age field in the Patient table. Another input box is provided to enable you to enter either “M” for male or “F” for female. This enables you to search against male or female patients whose age match the difference calculated. As well as three input boxes, four buttons are included on the form. One of the buttons is called Open Form, which is only used if search criteria is entered in to all three input boxes and displays records that of patients whose details match the search criteria entered. Another button shows all patients in the clinic regardless of their age or sex. No search criteria needs to be entered before clicking on this button. A third button called “View both Sexes” is included that searches against age values stored using the start and finish date entered. Patients whose age match the difference calculated are displayed regardless of their sex. This means that the patient’s sex does not have to be entered. Finally, a button called Cancel has been included to enable you to close the form

Figure 34: Age Vs Sex Query form

The diagram shows a blue rectangular form titled "Please enter date range for search and the sex required and then select 'Open Form' to view records OR select 'Show All' to view all records". Inside the form, there are three input fields: "Start Date for search:", "End Date for search:", and "Sex:". Below these fields are three buttons: "Open Form", "Show All", and "Cancel". At the bottom of the form is a button labeled "View Both Sexes". Surrounding the form are five callout boxes with arrows pointing to specific elements: "Show All button" points to the "Show All" button; "Open Form button" points to the "Open Form" button; "Start and End date input boxes" points to the "Start Date for search:" and "End Date for search:" fields; "Sex input box" points to the "Sex:" field; "Cancel Button" points to the "Cancel" button; and "View Both Sexes button" points to the "View Both Sexes" button.

To search against age and sex:

- 1) Enter a start date in the format of **"12-Mar-01"**
- 2) Enter an end date in the format of **"12-Mar-01"**
- 3) Enter either **"M"** for male or **"F"** for female
- 4) Click on **Open Form**

To retrieve all patients regardless of age or sex:

- 1) Click on **Show All**

To search against age and show records of patients whose age matches the difference calculated:

- 1) Enter a start date
- 2) Enter an end date
- 3) Click on **View Both Sexes**

To close the form and return to the Query Menu:

- 1) Click on **Cancel**

3.2.5 Show Discharged Patients Query

When you click on button 5 the Discharged Patients query form will appear as shown in figure 35. This particular form displays records of patients who have been discharged. The form provides a close button to enable you to exit the form at any point.

Figure 35: Discharged Patients Query

Discharged Patients				
Date of Discharge	Name	Discharged To	Reason for Discharge	Epilepsy Syndrome
10/9/2004	Phoebe Buffet	Dr. S. Farnham	maintaining condition	Benign epilepsy with occipital paroxysm
3/22/2003	Alice Cooper	Mr.T.Maxwell		Benign epilepsy with occipital paroxysm

Close Form

To close the form and return to the Query Menu:

- 1) Click on **Close Form**

3.2.6 Show Current Patients Query

When you click on button 6 the Current Patients query form will appear as shown in figure 36. This particular form displays records of patients who are currently being treated. The form provides a close button to enable you to exit the form at any point.

Figure 36: Current Patients Query

Current Patients						
Patient ID	Name	Epilepsy Syndrome	Age	Sex	Name of GP	Discharged
1000	Maximus Decimus Meridius	ESES	20	M	Dr.I.Ferguson	☐
1003	Damien Hill	Complex febrile convulsions	3	M	Dr. S.McPhearson	☐
1004	David Hasselhof	ESES	21	M	Dr. F. Richardson	☐
1006	Condolezza Rice	BECT	13	M	Dr.H.Gordon	☐
1007	James Whale	Complex febrile convulsions	12	M	Dr.K.Livingston	☐
(AutoNumber)			0			☐

Close Form

To close the form and return to the Query Menu:

- 1) Click on **Close Form**

3.2.7 Transition Clinic Attendees Query

When you click on button 7 the Transition Clinic Attendees query form will appear as shown in figure 37. This particular form displays records of patients who are attendees of the transition clinic. The form provides a close button to enable you to exit the form at any point.

Figure 37: Transition Clinic Attendees Query

Transition Clinic Attendees						
Patient ID	Name	Epilepsy Syndrome	Age	Sex	Transition Clinic	Discharged?
1001	Phoebe Buffet	Benign epilepsy with occipital paroxysms	19	M	☒	☒
1004	David Hasselhof	ESES	21	M	☒	☐
[AutoNumber]			0		☐	☐

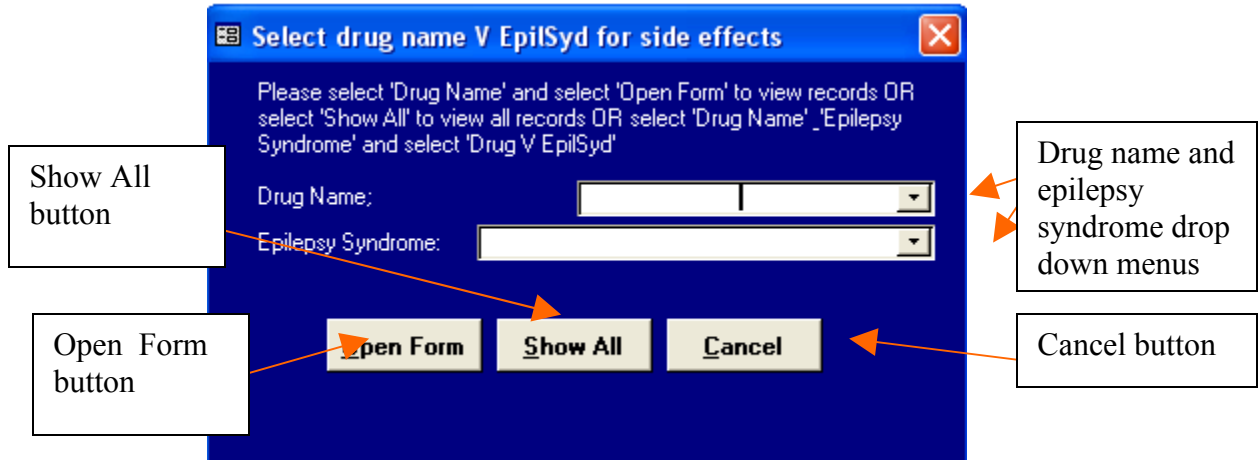
To close the form and return to the Query Menu:

- 1) Click on **Close Form**

3.2.8 Show Side Effects of Drugs Query

When you click on button 8 the Show Side Effects of Drugs query form will appear as shown in figure 38. This particular form provides two drop down menus. These drop down menus enable you to select a drug and an epilepsy syndrome. The selected drug and epilepsy syndrome will be used to retrieve specific patients that have taken a particular drug and experienced a certain epilepsy syndrome. As well as drop down menus, three buttons are included. One of the buttons is called Open Form, which displays records of patients who have taken the drug and suffer the select epilepsy syndrome. Another button is called Show All, which shows records of all patients regardless of the drugs taken and epilepsy syndrome suffered. Finally, a cancel button is included to enable you to exit the form at any point.

Figure 38: Show Side Effects of Drugs Query



To select a Drug from the Drug Name drop down menu:

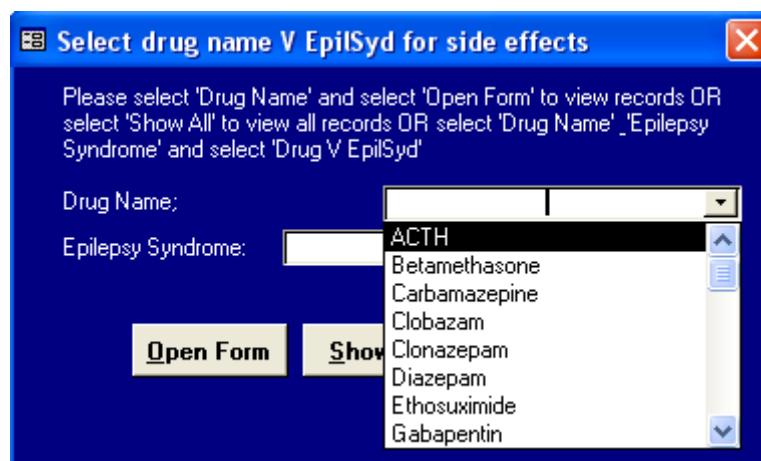
- 1) Click on the down arrow on the right hand side of the drop down menu as shown in figure 39.

Figure 39: Down Arrow



- 2) Move the mouse cursor over a drug so that the drug name is highlighted as shown in figure 40.

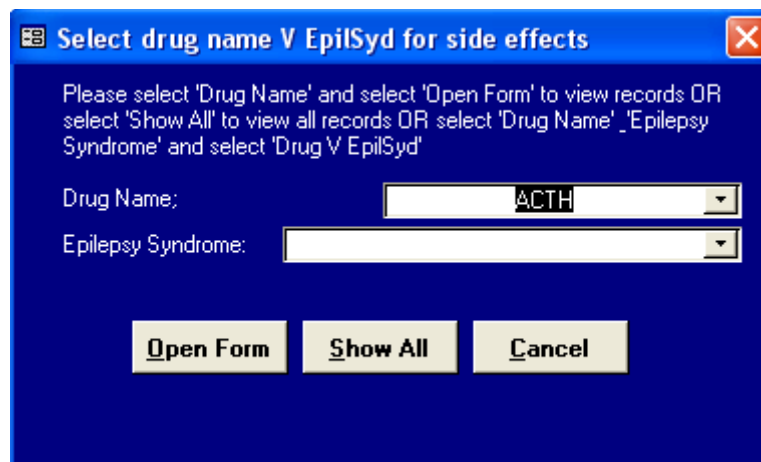
Figure 40: Drug highlighted



- 3) Click on the drug highlighted

The selected drug should appear in the drop down menu box as shown in figure 41 below.

Figure 41: Selected Drug appears in drop down menu box



To select an epilepsy syndrome follow the same steps for the drug drop down menu.

To retrieve records of patients who have suffered the epilepsy syndrome and drug entered:

- 1) Click on **Open Form**

To show all patients:

- 1) Click on **Show All**

To close the form and return to the Query Menu:

- 1) Click on **Cancel**

3.2.9 Show all DTH Original patients Query

When you click on button 9 the Show Side Effects of Drugs query form will appear as shown in figure 42. This particular form provides an input box that requires you to enter either “Y” for Yes or “N” for No. As well as an input box, the form includes three buttons. One is called Open Form, which retrieves records of patients who are either DTH original or not depending on the value entered. Another button is included called Show All, which retrieves records of all patients regardless of whether they are DTH original or not. Finally, a button called Cancel is included to enable you to close the form.

Figure 42: DTH Original Patients Query Form

The screenshot shows a window titled "Select DTH original" with a close button (X) in the top right corner. The window has a dark blue background. At the top, it says "There are 4 DTH original patients". Below this, there is a text instruction: "Select 'Open Form' to view all DTH original patients OR type 'no' and then select 'Open Form' to view non DTH original patients OR select 'Show All' to view all records." In the center, there is a white input box. At the bottom, there are three buttons: "Open Form", "Show All", and "Cancel". Four callout boxes with arrows point to these elements: "Show All button" points to the "Show All" button, "Open Form button" points to the "Open Form" button, "Input box" points to the central input box, and "Cancel Button" points to the "Cancel" button.

To search for DTH Original or non–DTH Original patients:

- 1) Enter “Y” for Yes or “N” for No in to the input box provided
- 2) Click on **Open Form**

To view all patients records:

- 1) Click on **Show All**

To close the form and return to the Query Menu:

- 1) Click on **Cancel**

3.2.10 Show Test Vs Epilepsy Syndrome Vs Test Result

When you click on button 10 the Show Side Effects of Drugs query form will appear as shown in figure 43. This particular form provides three drop down menus. These drop down menus enable you to select a test name, test result and an epilepsy syndrome. The selected test name, test result and epilepsy syndrome will be used to retrieve specific patients that have undertaken a particular test, and suffered a certain epilepsy syndrome. As well as drop down menus, three buttons are included. One of the buttons is called Open Form, which displays records of patients who have undertaken the selected test and have suffered the selected epilepsy syndrome. Another button is called Show All, which shows records of all patients regardless of the tests undertaken and epilepsy syndrome suffered. Finally, a cancel button is included to enable you to exit the form at any point.

Figure 43: Test Vs Epilepsy Syndrome Vs Test Result Query Form

The screenshot shows a software window titled "Select Test V Epil Syd V test result". Inside, there is a text instruction: "Please select the search criteria from the three drop down boxes and then select 'Open Form' OR select 'Show All' to view all records". Below this instruction are three drop-down menus labeled "Test Name", "Test Result", and "Epilepsy Syndrome". At the bottom of the window are three buttons: "Open Form", "Show All", and "Cancel". Callout boxes with arrows point to these elements: "Show All button" points to the "Show All" button; "Open Form button" points to the "Open Form" button; "Test Name, Test Result and Epilepsy Syndrome drop down menus" points to the three drop-down menus; and "Cancel Button" points to the "Cancel" button.

To select a test name:

- 1) Click on the down arrow on the right hand side of the drop down menu as shown in figure 44.

Figure 44: Down Arrow

This image is a close-up of the "Test Name" drop-down menu. It shows the text "Test Name" on the left and a small downward-pointing arrow on the right side of the menu box. A callout box labeled "Down arrow" has an arrow pointing to this small downward arrow.

- 2) Move the mouse cursor over a test name so that the test name is highlighted as shown in figure 45.

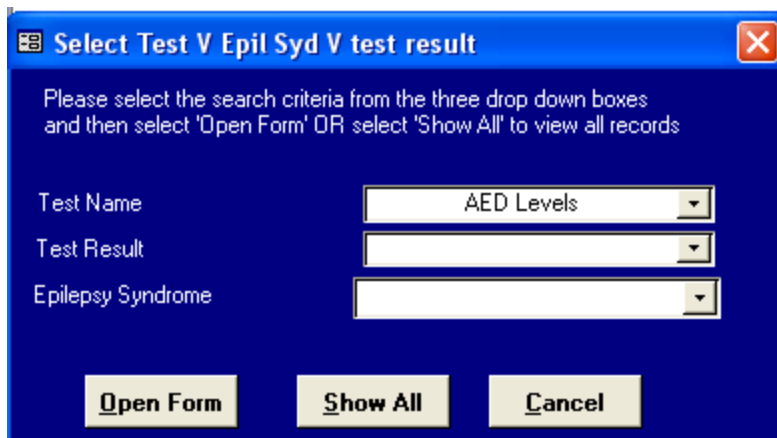
Figure 45: Test Name highlighted

This screenshot shows the same "Select Test V Epil Syd V test result" window, but with the "Test Name" drop-down menu open. A list of test names is displayed, with "AED Levels" highlighted at the top. The other test names in the list are "Blood Metabolic Work-up", "Blood Sugar / Calcium", "Cardiology assessment", "Chromosomes", "CT Brain Scan", "ECG", and "MR Brain Scan". The "Open Form" and "Show All" buttons are visible at the bottom.

- 3) Click on the test name highlighted

The selected test name should appear in the drop down menu box as shown in figure 46 below.

Figure 46: Selected test name appears in drop down menu box



Select Test V Epil Syd V test result

Please select the search criteria from the three drop down boxes and then select 'Open Form' OR select 'Show All' to view all records

Test Name: AED Levels

Test Result:

Epilepsy Syndrome:

Open Form **Show All** **Cancel**

To select a test result and epilepsy syndrome follow the steps for the test name drop down menu.

To retrieve records of patients who match the values selected from the drop down menus:

- 1) Click on **Open Form**

To view all records of patients:

- 1) Click on **Show All**

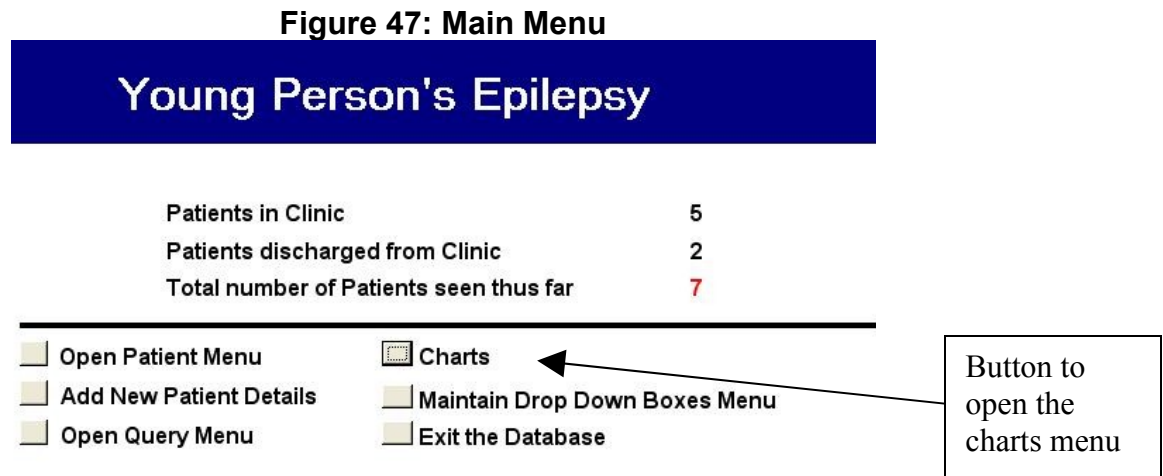
To close the form and return to the Query Menu:

- 1) Click on **Cancel**

3.3 Charts Menu

To open the Charts Menu:

1) Click on “Charts” on the Main Menu (See Figure 47)



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When you have clicked on “Charts”, the Charts Menu will appear as shown in figure 48. This particular form contains a menu of buttons numbered 1 to 8. Five of the buttons are linked to a particular chart, two are linked to other chart menus, while the other enables the user to close the Chart Menu at any time.

The following charts can be accessed from the Chart Menu:

- **AED's used for clinic population**
- **Number of AED's tried per child**
- **AED that has been allocated first**
- **Number/Major/Minor side effects**
- **Causes of epilepsy**

Chart Menus that can be accessed from the Chart Menu:

- **Test ordered and result**
- **Number of Specific Interventions per child**

To access a particular chart:

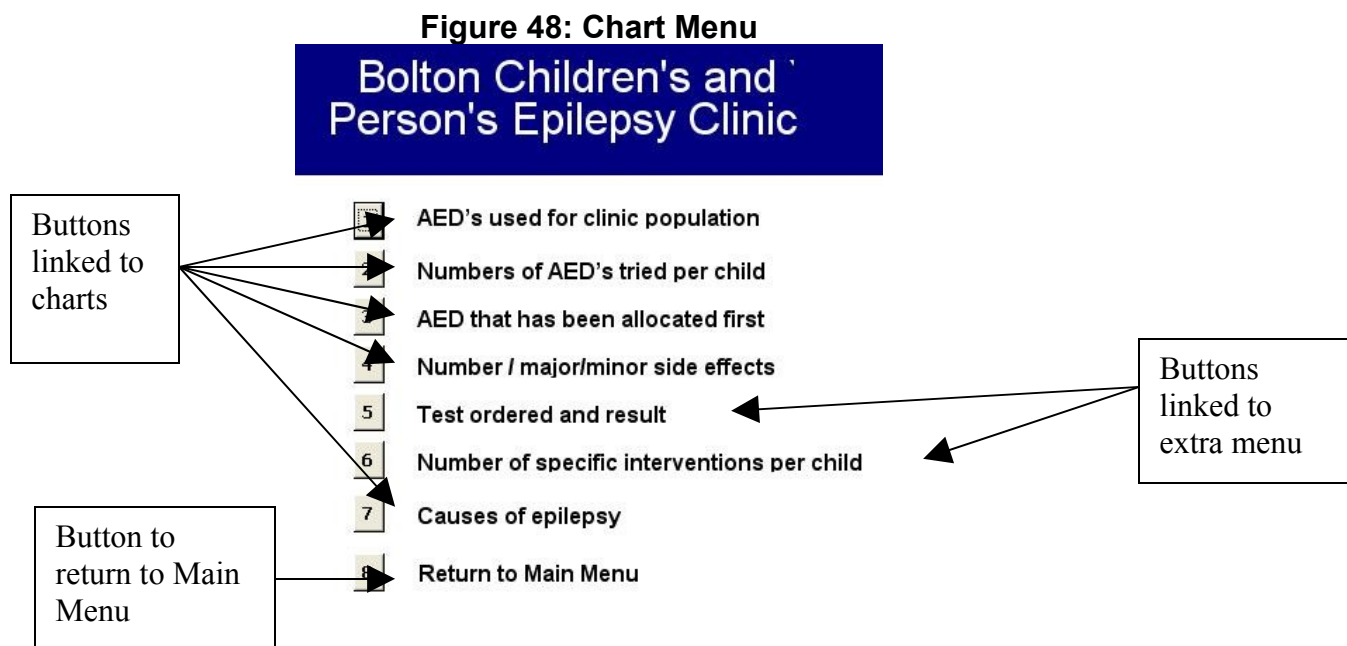
- Click on buttons **1, 2, 3, 4** and **7**

To access one of the extra chart menus

- Click on buttons **5** and **6**

To close the chart menu and return to the Main Menu:

- Click on button **11**



3.3.1 Test Ordered and Result (Menu)

When you click on button 5, the Test Ordered and Result menu form will appear as shown in Figure 49. This particular form provides a total of eleven buttons, which are all linked to a chart. The form also provides a close button to enable you to close the form and return to the Chart Menu.

The following charts can be accessed from this form:

- **AED Levels**
- **Blood Metabolic work-up**
- **Blood Sugar/Calcium**
- **Cardiology Assessment**
- **Chromosomes**
- **CT Brain Scan**
- **ECG**
- **MR Brain Scan**

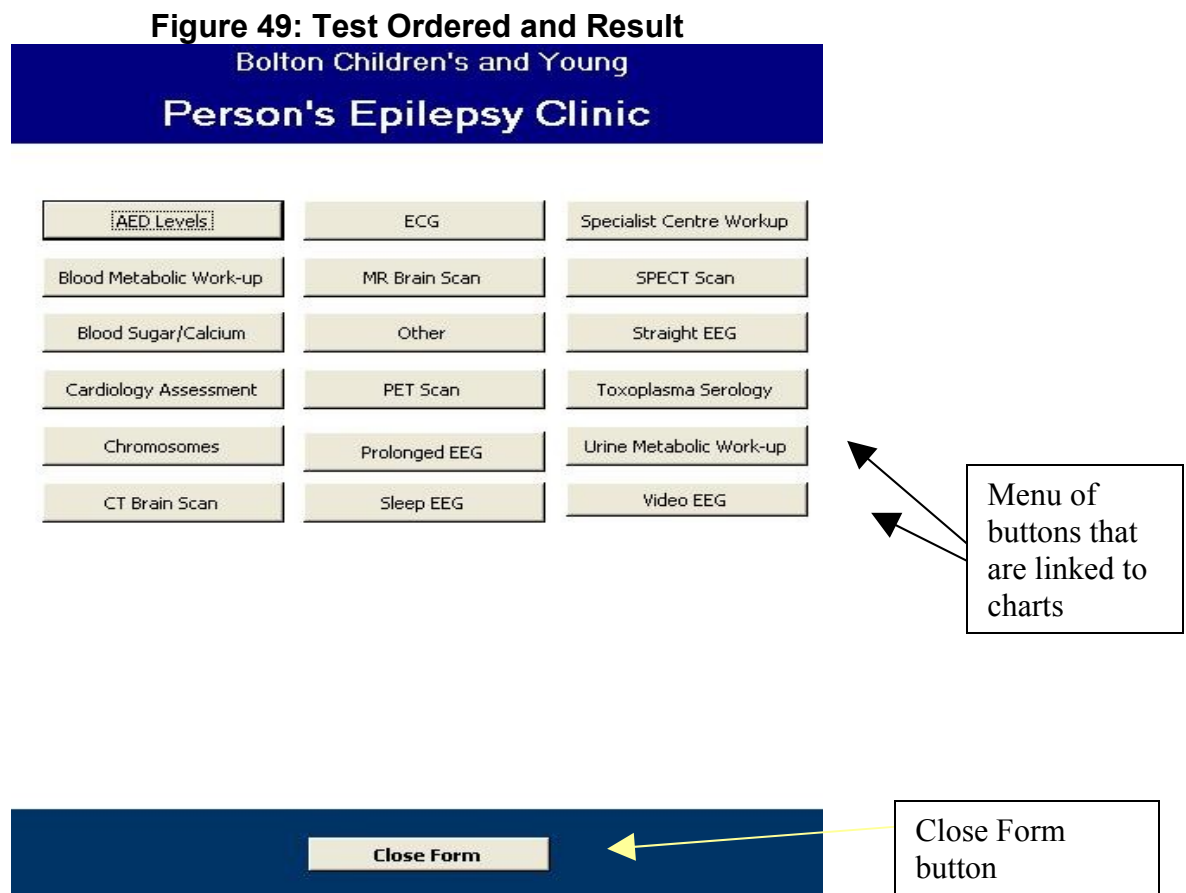
- Other
- PET Scan
- Prolonged EEG
- Sleep EEG
- Specialist Centre Work-up
- SPECT Scan
- Straight EEG
- Toxoplasma Serology
- Urine Metabolic Work-up
- Video EEG

To access a chart from the Test Ordered and Result menu:

- Click on the button that is linked to the graph of your choice

To close the form and return to the Chart Menu:

- Click on the “**Close Form**” button



3.3.2 Number of Specific Interventions per Child (Menu)

When you click on button 6, the Number of Specific Interventions per Child menu form will appear as shown in Figure 50. This particular form provides a total of seven buttons, which are

all linked to a chart. The form also provides a close button to enable you to close the form and return to the Chart Menu.

The following charts can be accessed from this form:

- **Behavioural**
- **Immunoglobulins**
- **Ketogenic Diet**
- **Other**
- **Palliative Surgery**
- **Resective Surgery**
- **VNS**

To access a chart from the Test Ordered and Result menu:

- 1) Click on the button that is linked to the graph of your choice

To close the form and return to the Chart Menu:

- 1) Click on the “**Close Form**” button

Figure 50: Number of Specific Interventions per Child (Menu)

Bolton Children's and Young
Person's Epilepsy Clinic

Behavioural	Other
Immunoglobulins	Palliative Surgery
Ketogenic Diet	Resective Surgery
VNS	

Menu of buttons that are linked to charts

Close Form button

3.4 Maintain Drop Down Boxes Menu

To access the Maintain Drop Down Boxes Menu:

- 1) Click on the “**Main Drop Down Boxes Menu**” button on the Main Menu (see Figure 51).

Figure 51: Main Menu

The screenshot shows a software interface titled "Young Person's Epilepsy" in a blue header. Below the header, there is a summary section with three rows: "Patients in Clinic" with a value of 5, "Patients discharged from Clinic" with a value of 2, and "Total number of Patients seen thus far" with a value of 7. A horizontal line separates this summary from a menu of buttons below. The buttons are arranged in two columns. The left column contains "Open Patient Menu", "Add New Patient Details", and "Open Query Menu". The right column contains "Charts", "Maintain Drop Down Boxes Menu", and "Exit the Database". An arrow points from a callout box on the right, labeled "Maintain Drop Down Boxes Menu Button", to the "Maintain Drop Down Boxes Menu" button.

Patients in Clinic	5
Patients discharged from Clinic	2
Total number of Patients seen thus far	7

☐ Open Patient Menu	☐ Charts
☐ Add New Patient Details	☐ Maintain Drop Down Boxes Menu
☐ Open Query Menu	☐ Exit the Database

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When you have clicked on “Maintain Drop Down Boxes Menu” the Maintain Drop Down Boxes Menu form will appear as shown in figure 52. This particular form provides a menu of buttons that direct you to a form that provides the functionality to change what options are included in the drop down menus contained in this database. Each button is numbered from 1 to 9. Buttons 1 to 8 are linked to a form that maintains and edits a drop down menu, while button 9 enables you to return to the Main Menu at any point.

The following forms can be accessed from the Maintain Drop Down Boxes Menu:

- **Maintain and Enter New Acute Treatments**
- **Maintain and Enter New Drug Names**
- **Maintain and Enter New Epilepsy Syndromes**
- **Maintain and Enter New Referrals**
- **Maintain and Enter New School Types**
- **Maintain and Enter New Seizure Types**
- **Maintain and Enter New Tests**
- **Maintain and Enter New Therapies**

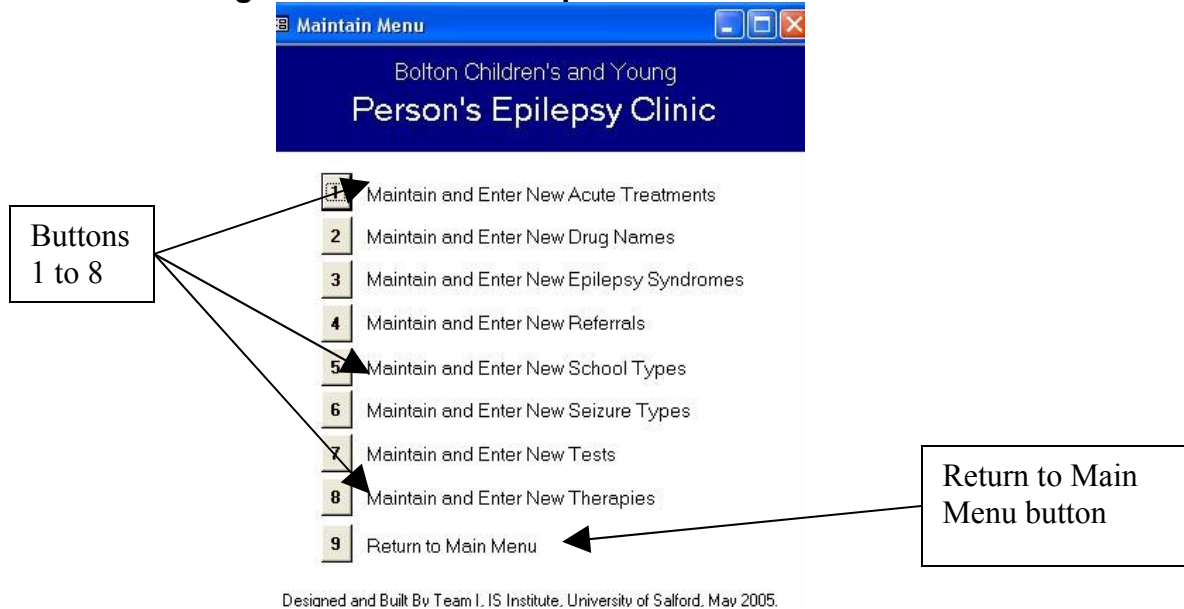
To enter a form to maintain and edit a particular drop down menu:

1) Click on any button numbered between **1** and **8**

To return to the Main Menu:

1) Click on button **9**

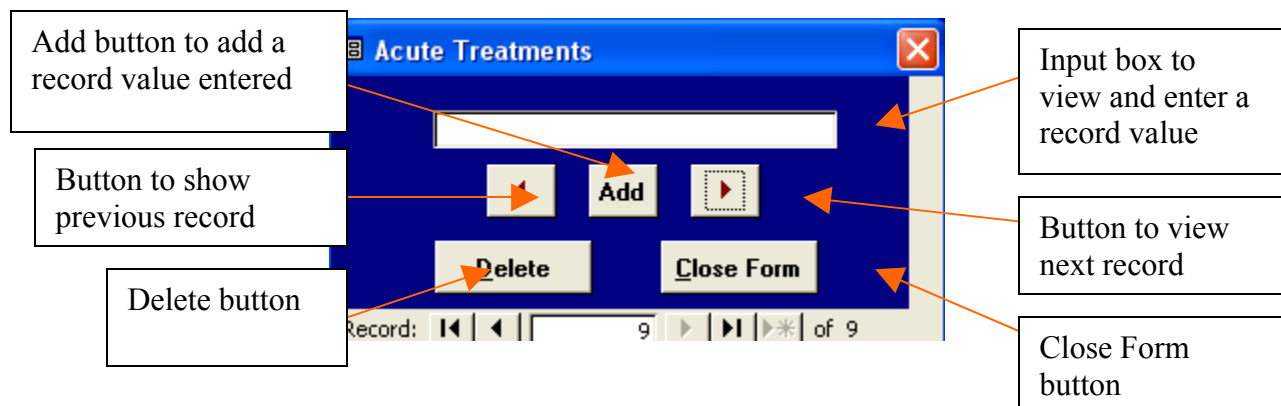
Figure 52: Maintain Drop Down Boxes Menu



3.4.1 Maintain and Enter New Acute Treatments

When you click on button 1 the form to maintain and enter new acute treatments will appear as shown in figure 53. This form contains an input box that enables you to enter a new record and view other records. Two navigation buttons are included that enable you to move to either the previous or the next record. Three other buttons are included. One is called Add, which adds the value entered in to the input box to the drop down menu. Another is called Delete, which enables you to delete a displayed value from the drop down menu. Finally, a button called close has been provided to enable you to close the form at any point.

Figure 53: Maintain and Enter New Acute Treatments



Note: All maintain drop down box forms are formatted in the same way.

To add a value to the drop down menu:

- 1) Click on the **Next record** button until no value is displayed in the input box
- 2) Enter a value in to the input box provided
- 3) Click on **Add**

To delete a value from the drop down menu:

- 1) Click on **Delete**

To close the form and return to the Maintain Drop Down Boxes Menu:

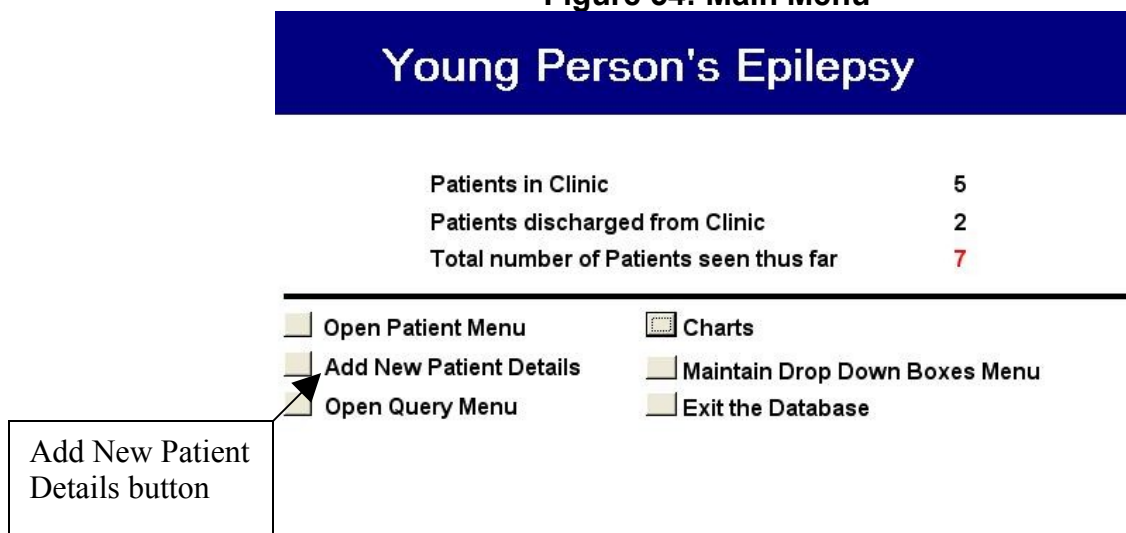
- 1) Click on **Close Form**

3.5 Add New Patient Details

To access the “**Add New Patient Details**” form:

- 1) Click on the “**Add New Patients**” button on the Main Menu (see Figure 54)

Figure 54: Main Menu



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When you have clicked on the “Add New Patient Details” button the Add New Patient Details form will appear as shown in figure 55. This particular form is a blank version of the Patient Details form, which enables you to enter data. The form provides a close button to enable you to close the form and return to the Main Menu at any point.

Figure 55: Add New Patient Details Form

The screenshot shows a web form titled "Patient Details:" with a dark blue header. Below the header is a navigation bar with tabs: "Personal Details", "Epilepsy History", "General History", "Check List", "Discharge Details", and "Nursing Care Plan". The "Personal Details" tab is active. The form contains several input fields and buttons. Annotations include:

- A box labeled "Input fields blank" with an arrow pointing to the "Name" input field.
- A box labeled "Close Form button" with an arrow pointing to the "Close Form" button at the bottom right.

The form fields and buttons are as follows:

Field/Label	Value/Content
Name	
Sex	
Date Of Birth	
Date First Seen	
Age First Seen	0
Enter age first seen	
Epilepsy Syndrome	
Original to Clinic	0
Symptom State	
Age	#Error
Enter Age	0

Buttons: "View Chart" (next to Date First Seen), "View Chart" (next to Age First Seen), "Close Form", "Delete Record".

To add a record to the patient table:

- 1) Enter values in to the empty form. The values entered are automatically added to the patient table.

To close the form and return to the Main Menu:

- 1) Click on “**Close Form**”